



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 5

77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590

US EPA RECORDS CENTER REGION 5



472069

April 27, 1992

REPLY TO THE ATTENTION OF:

Ms. Liz Uhl
WW Engineering & Science
5555 Glenwood Hills Parkway S.E.
P.O. Box 874
Grand Rapids, MI 49588-0874

HSRW-6J

RE: Albion-Sheridan Township Landfill Site
Albion, Michigan

Dear Liz,

On December 26, 1991, a Memorandum of Agreement for Superfund Activities between the Waste Management Division and the Environmental Sciences Division (which includes QAS and CRL) was signed by the Division Directors. This document lays out the responsibilities of each division and the procedures to be followed for Superfund activities such as QAPP development and review and sample collection, scheduling and analysis. There are a few points I wanted you to be aware of which relate directly to your responsibilities of sample scheduling, collection and shipping. These may or may not be different from the standard procedures you have used in the past. The following are quotes from the Memorandum of Agreement:

"The Regional Sample Control Center (RSCC) in the Laboratory Scientific Support Section (LSSS), CRL, has the primary responsibility to manage sample collection by both EPA and its contractors. RSCC serves as the primary contact with Sample Management Office (SMO) for scheduling samples sent to the Contract Laboratory Program (CLP)."

"WMD will direct all contractors to submit quarterly sample estimates to the RSCC/LSSS at least six weeks before the quarter begins."

"WMD and its contractors will forward sampling requests for the upcoming month to the RSCC/LSSS no later than the 15th day of the month preceding the scheduled sampling. Also, sampling must be confirmed via a phone call to the RSCC by the Wednesday morning of the week prior to the sampling event."

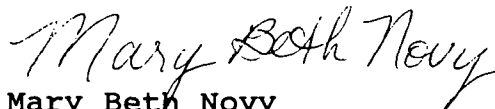
"WMD will assure that all sampling requests contain the number of samples (weekly basis), matrix, parameters, shipment date, alternate shipment date, (whether the samples are residential wells), CERCLIS number, site name, city/state of the site, type of activity and EPA RPM."

"WMD will assure that the contractors notify the RSCC/LSSS contact and the SMO immediately of any cancellations, postponements, replacements or other changes and reasons for these changes."

"WMD will assure that contractors and EPA samplers provide all necessary paperwork and documentation from sampling within five days of sample shipment to RSCC/LSSS."

I felt that these were the most pertinent points relating to your responsibilities as the contractor. Please let me know if you have any questions or need further clarification. Also, please note that, per the second quote, sample estimates for 4th quarter are due in mid-May. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Mary Beth Novy".

Mary Beth Novy
Remedial Project Manager